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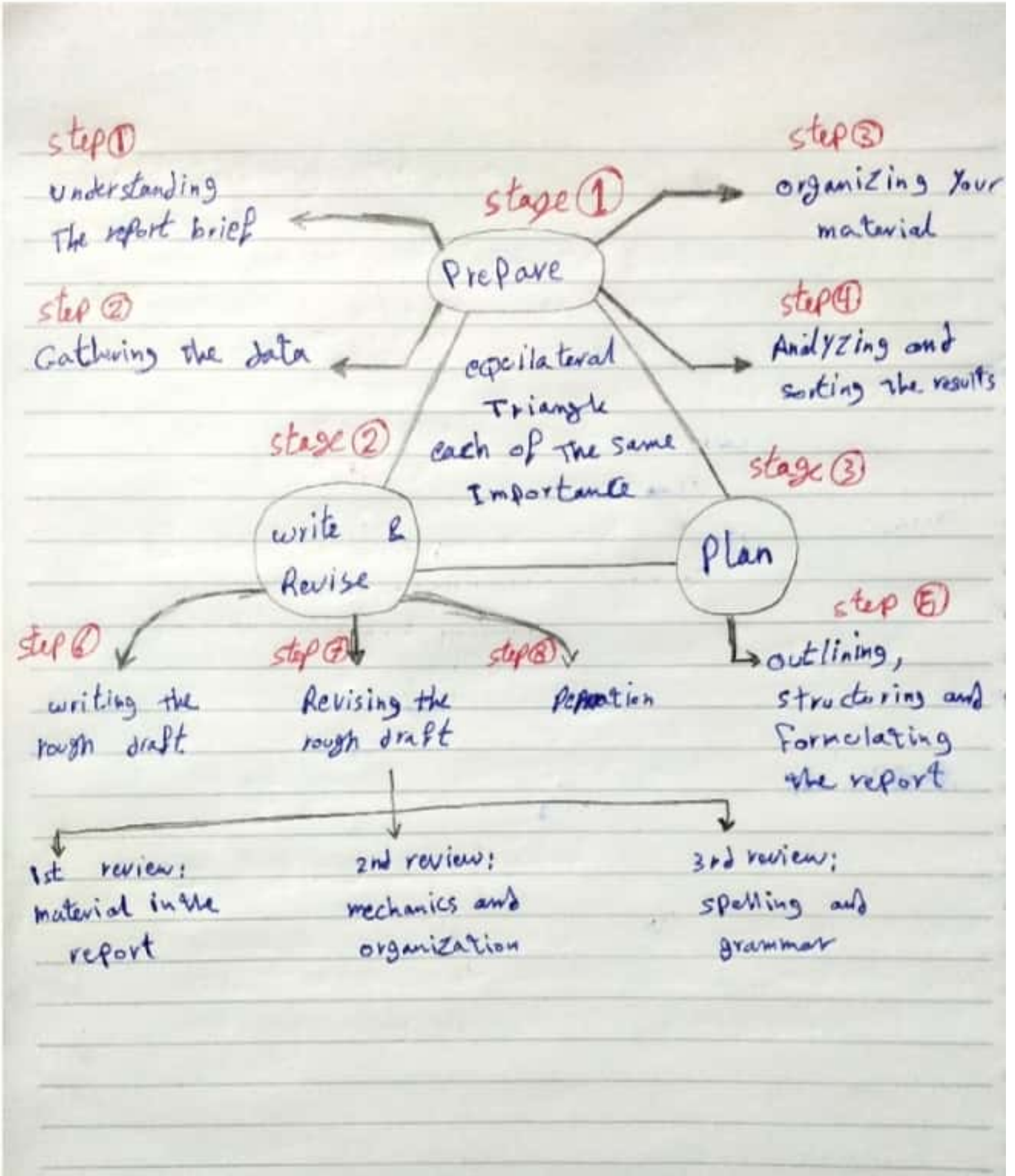

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Stage II : Prepare

step II - understaning The report brif

is the first and important step, you need to understand the purpose of the report and who is the Audience.

- Before starting to write areport, there are Two key Questions that need to be clarified:
  - what is the purpose of the report?
  - who is the audience For the report?

Purpose	Audience
is it to: - Collect data and Present the findings. - analyze a situation or activity. - review and indentify issues.	Reader is the most important person for you. - who will read the repot? and their background? - what they are need From your report? - what is my credibility with this reader? - is the reader likely to agree or disagree with my position?

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step [2] Gathering the data

once you are clear about the purpose of your report, you need to begin to gather relevant information. your information may come from a variety of sources, but how much information you will need will depend on how much detail is required in the report.

step [3] organizing your material

once you have gathered infromation you need to decide what will be included and in what sequence it should be presented. Begin by grouping together points that are related and be prepared to cut any infromation that is not directly relevant to the report.

step [4] Analyzing your material

Before you begin to write your first draft of the report, take time to consider and make notes on the points you will make using the facts and evidence you have gathered

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stage [2] ; plan

step [5] outlining the report

The format of the report is a tricky one because there are two types of common formats that a report can take it can either be :-

1- inductive report format 2- deductive report format

Deductive	inductive
Title page	Title Page
Executive summary	Executive Summary
Table of contents	Table of contents
introduction	introduction
Conclusions	Discussion
Recommendations	Conclusions
Discussion	Recommendations
References	References
Appendices	Appendices

Outlining is a necessary preliminary step to report writing. it involves the planning needed to prepare a clear report that is logically organized, concise, and easy to read

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reports typically contain a number of commonly used headings:

- Summary
- introduction
- Symbols
- Theory
- Analysis
- Apparatus
- Test specimens
- test procedure
- Sample Calculation
- Results and Discussion
- Summary of results
- Conclusions
- Concluding Remarks
- Appendix
- References

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Stage [3] : Write & Revise

step [6] writing the rough draft

- Don't expect to write the final version of the rough draft in the first attempt.
- The rough draft should be the last of several versions, each one is a improvement of the pervious one.
- still rough because it need editorial revising.

step [7] revising the rough draft

- this is the last stage of report preparation
- this step include three seperation reviews

* 1st review is of the material of the report.
  - you should ask yourself these questions;
    1. is the conclusion valid?
    2. is sufficient information given to explain the results?
    3. Have all the irrelevent ideas been deleted?
* 2nd review is of the mechanics and organization.
  - you should ask yourself these questions;
    1. Are the purpose of the object clearly stated?
    2. Does the report flow smoothy from topic to topic?
* 3rd review is of the spelling and grammer.
  - ask yorself this question;
    is each sentence written effectively?

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Step [8] Presentation

- Remember that, errors in presentation creat a poor impression and make your report difficult to read.

Report style

there are 10 general requirements to produce a good report

1. Clarity
2. Conciseness
3. Continuity
4. objectivity
5. writing Naturally
6. Guiding the Reader
7. Getting to the Point
8. Emphasizing major ideas
9. separating fact from opinion
10. writing style

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1 Clarity

what may be clear to you as the author, may not be clear to the readers because you are familiar with the work, but they aren't. So;

1. the report text must be clear
2. the mathematical symbols must be defined
3. the figures and tables must be easily to understand

if the readers feel there is a fog or missing or confusion, the readers will lay aside the report for later reading. once this happen, report will considered as failure because your report will never read again.

2 Conciseness

most of your readers are busy so;

1. the report must be concisely written.
2. the report must be written with fewest possible words and illustrations
3. Report Quality is often inversely proportional to the report length → Report Quality. $\propto \frac{1}{\text{Length}}$
   Don't be disappointed if your report that describes a lengthy project or program is only few pages
4. your readers will be interested in your conclusions and the supporting evidence and will want to get these as quickly as possible
5. on the other hand, don't condense your report at the expense of your reader's understanding. Give enough information to enable them understand clearly

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[6] make your report brief but comprehensible.

[3] Continuity

Report should tell a complete story as logically and interestingly as possible. this requires continuity between sentences, paragraphs and sections, and between the written text and figures and tables.

[4] objectivity

[1] Report shall be objective and show restraint.

[2] Be honest with your readers they will become spspicious if they detect hidden meanings. then you'll have a little chance of convincing them of your conclusions.

[3] in addition to being honest, be tactful presenting your results

[4] write to express, not to impress.

- always, be confident that your readers are only convinced by facts, and become irritated if you attempt to impress them with your cleverness or achievements.

[5] write Naturally

A stilted style is difficult to read to avoid it, write in a way that becomes easily, using words and phrases that come naturally to you. Don't try to impress readers with your vocabulary.

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6 Guiding the reader

- This can be done by :-

1. Tell readers what you plan to tell them. (introduction)
2. then tell them. (main text)
3. Finally tell them what you told them. (Summary of Results or Conclusions)

7 Getting to the Point

Technical reports are not mystery novels; get to the point directly as possible.

8 Emphasizing major ideas

your major ideas can also be emphasized by briefly stating them at the beginning of each section and then summarizing them at the end of the section. Emphasis can also be aided by careful use of headings.

9 Separating Fact from opinion

you should differentiate between facts and opinion and carefully alert your readers when facts ends and opinion begins.

10 writing style

Usually use a formal style and strive to make your report enjoyable to read.

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